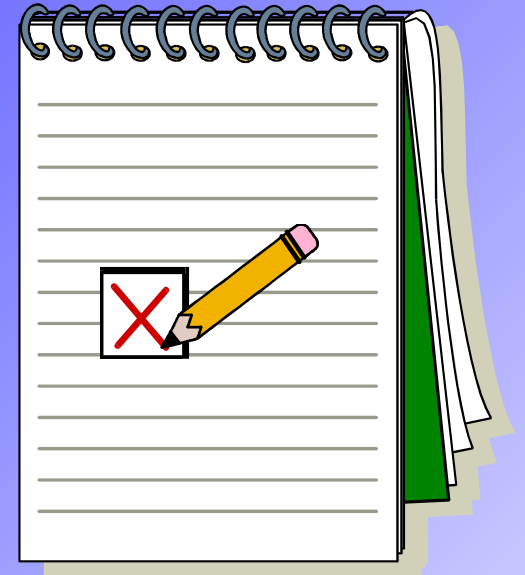


# TDR supporting documents needed



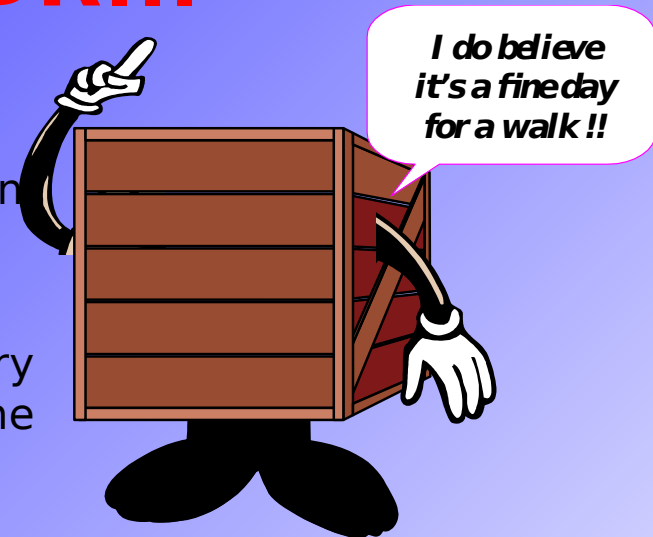
Have I forgotten anything?

# This is the minimum documentation needed to support a shortage TDR...

Copy of the government or commercial BL. For commercial air shipments, a copy of both the front and back of the air bill is required.

Copy of consignee's copy of the carrier's delivery receipt with discrepancy noted and signed by the carrier's driver and consignee.

Copy of shipping document completed to show national stock number (NSN), quantity shipped, material condition, unit cost, and noun or nomenclature as shown by the Federal Supply Catalog. This shipping document may be a DD Form 1348-1, DD Form 250, DD Form 1149, or DD Form 1155.



## Other shortage TDR supporting documentation, as needed....

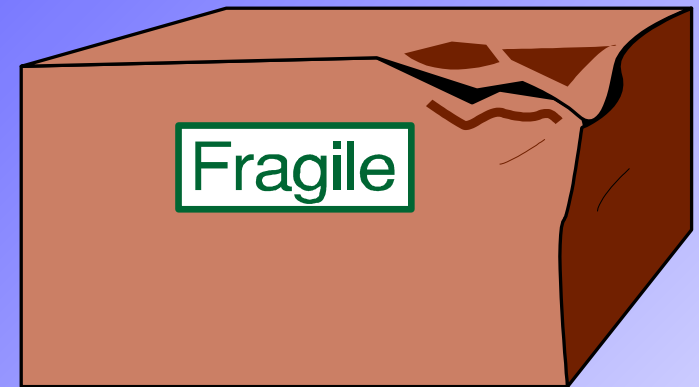
- ✓ When there is a consolidation of documents in a carton (for example, there are 12 separate requisitions covered by the transportation control number), a completed copy of each document in the consolidation is required to establish the actual loss.
- ✓ When property is shipped in reparable (F) condition, a reparable value statement is required, citing the actual preshipment value.
- ✓ For prepaid free on board (FOB) origin shipments, a copy of the contractor's paid invoice is required.
- ✓ Copy of a document showing the consignee's supply records have been researched for confirmation of whether or not the property checking short has been received. If ultimate consignee is overseas, they should be contacted for confirmation of whether or not shipment has been received and a copy of such reply should be included in the TDR package.
- ✓ A copy of the debit document showing how many items were received on a partial delivery (for example, one box of two received).
- ✓ A copy of the shipper's reply to the TDR (Request for Information) confirming whether or not shipment was shipped as billed and condition of property when tendered to the carrier.
- ✓ Copy of tally-out and tally-in records for truckload shipment when carrier is determined responsible for the shortage.
- ✓ Copy of tally-out, tally-in, or truckloading/unloading manifest for any shipment considered to be shipper load and count and/or consignee unload.
- ✓ For concealed loss or clear delivery receipt, signed affidavit(s) by person(s) who first discovered the loss, showing time, place, circumstances of delivery, and explanation as to why shortage was not noted at time of delivery.
- ✓ For United Parcel Service (UPS) shipments, a copy of the UPS pickup record and the UPS tracer and loss and damage investigation (LDI).
- ✓ For Roadway Package Service (RPSI) shipments, include RPSI's bar code number or a copy of the shipment pickup/manifest number. The carrier will not honor claims failing to cite this number.
- ✓ For commercial forms and procedures for small domestic freight shipments, a copy of the commercial BL and SF 1034 paid by the shipper for transportation is required

# **This is the minimum documentation needed to support a damage TDR...**

Copy of the government or commercial BL. For commercial air shipments, a copy of both the front and back of the air bill is required.

Copy of consignee's copy of the carrier's delivery receipt with discrepancy noted and signed by the carrier's driver and consignee.

Copy of shipping document completed to show national stock number (NSN), quantity shipped, material condition, unit cost, and noun or nomenclature as shown by the Federal Supply Catalog. This shipping document may be a DD Form 1348-1, DD Form 250, DD Form 1149, or DD Form 1155.



## Other damage TDR supporting documentation, as needed....

- ✓ For prepaid free on board (FOB) origin shipments, a copy of the contractor's paid invoice is required.
- ✓ When property is shipped in reparable (F) condition, a reparable value statement is required, citing the actual preshipment value.
- ✓ A copy of the carrier's inspection report signed by the carrier's representative and the consignee. If the carrier declined inspection of the damaged property, copy of the government inspection performed, signed and dated by a technically qualified person.
- ✓ Original photographs made of the damaged property, showing the carrier's name, BL number, date shipped, transportation control number (if applicable), date shipped, and NSN to identify the property.
- ✓ Itemized actual or estimated repair cost statement, signed and dated by a technically qualified person. For commercial repair, two copies of the contractor's paid invoice.
- ✓ Appropriation to be credited for repair costs.
- ✓ A copy of the carrier's receipt for property released to it for salvage, showing the preshipment value as the amount of the government's loss. The receipt must be signed by the carrier or its authorized agent.
- ✓ Copy of the official accident report initiated by law enforcement personnel for loss or damage due to aircraft, rail, or highway accidents.
- ✓ If damaged property was sent to a repair facility, a copy of the BL or freight bills for transportation cost to and from the repair facility.
- ✓ For concealed loss or clear delivery receipt, signed affidavit(s) by person(s) who first discovered the loss, showing time, place, circumstances of delivery, and explanation as to why shortage was not noted at time of delivery. If the property was moved from the original delivery point, also include signed and dated statement(s) or affidavit(s) by person(s) who moved the property, showing distance, method of movement, time, and circumstances of movement.
- ✓ For United Parcel Service (UPS) shipments, a copy of the UPS pickup record and the UPS tracer and loss and damage investigation (LDI).
- ✓ For Roadway Package Service (RPSI) shipments, include RPSI's bar code number or a copy of the shipment pickup/manifest number. The carrier will not honor claims failing to cite this number.
- ✓ For commercial forms and procedures for small domestic freight shipments, a copy of the commercial BL and SF 1034 paid by the shipper for transportation is required.
- ✓ A copy of the shipper's reply to TDR (Request of Information), describing conditions under which loading, blocking, and bracing took place, the adequacy of those actions, and who performed them. If applicable, shipper must show if packing, loading, blocking, bracing were performed according to the terms of the contract, the Rules of the Association of American Railroads or American Trucking Associations, and whether or not loading was inspected by carrier.